



HOUSING & RESIDENCE LIFE

Information Desk Worker Employment Application



APPLICANT INFORMATION							
Last Name		First		M.I.		Birth Date	
Home Address				Apartment/Unit #			
City		State		ZIP			
Home Phone		WCSU Email					
Cell Phone		Student ID No.					
Class Rank/Year		Major					

EMPLOYMENT EXPERIENCE			
Employer #1		Position Title	
Dates Held			
Employer #2		Position Title	
Dates Held			
Employer #3		Position Title	
Dates Held			

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone	
Email address			
Full Name		Relationship	
Company		Phone	
Email Address			
Full Name		Relationship	
Company		Phone	
Email Address			

<p>Please indicate what building(s) you would be interested in working in, and number your choices (1 = most interested, 6= least interested). If you are NOT interested in a building, do not include it.</p>	<input type="checkbox"/> Centennial Hall <input type="checkbox"/> Grasso Hall <input type="checkbox"/> Pinney Hall	<input type="checkbox"/> Fairfield Hall <input type="checkbox"/> Litchfield Hall <input type="checkbox"/> Newbury Hall
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DISCIPLINARY STANDING

Yes No Have you ever been placed on disciplinary probation at WCSU?

If yes, when was this and for what reason?

AVAILABILITY

Desk workers work approximately 10 – 15 hours per week. They are required to work a rotating weekend shift every 2 – 3 weeks. Are there any reasons you might not be able to fulfill this requirement?

Yes

No

Explanation:

Do you have any outside commitments that might limit your work availability (e.g., student teaching, internships, sports team, other job)?

SHORT ANSWER QUESTIONS

Please describe the qualities you possess which would allow you to be a successful desk worker.

Please describe a situation in which you utilized the skills you described above to achieve a good result.

DISCLAIMER AND SIGNATURE

My signature below indicates that the information I have provided in this application is true, to the best of my abilities, in all respects. I understand that if I am given an offer of employment and the information provided herein is found to be false in any respect, I will be subject to termination from employment. I understand that my WCSU judicial history will be considered before an offer of employment is made. Furthermore, if I am employed by WCSU in this position, I understand that my employment will be for no definite or distinct term, and that either I or the University may terminate my employment at any time, with or without cause, and with or without notice.

Signature:

Date:

Please return this application by saving and emailing it to the housing@wcsu.edu address. You may also print it and drop it in the Housing & Residence Life Office in Newbury Hall.

Applications are due by 3:00pm on Thursday, April 25, 2019.

- Applications may be submitted after this date, but initial hiring will begin immediately following this deadline, and positions may no longer be available if the deadline is not met.
- Applicants will be called on their cell phone to arrange interview appointments.